

POSITION DESCRIPTION

Captain

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3.05.01 Position Summary:

Division Officer Positions require, in addition to firefighter and driver/operator responsibilities, supervising the activities of a fire company in the station, at fires and other emergencies. It also requires responsibility for the proper operation and maintenance of the apparatus, equipment and fire station. Staff responsibilities as assigned by the Chief of Department are also a requirement of this position.

Division Captains perform a wide variety of firefighting and related duties, including, but not limited to; preparation of required reports and records; ensuring compliance with apparatus and equipment maintenance policies; supervising firefighting and rescue operations; maintaining operational efficiency of their crews through participation in departmental training programs and company drills; enforcement of discipline and the rules and regulations of the Fire Department.

3.05.02 Characteristic Work of the Position:

- A. Definition: This work is performed at a professional level in the fields of supervision, fire prevention, suppression, rescue, training, emergency medical first responder and public fire/life safety education.
- B. Nature: Under the supervision of the Chief Officer(s) of the Department perform such duties and activities as may be required in the codes, ordinances, State statutes, and the rules and regulations of the Fire Department.

3.05.03 Fundamental Duties and Ancillary Responsibilities:

Fundamental Job Duties:

- A. Respond to fire and emergency alarms in fire department apparatus, advise driver/operator concerning the route to follow, evaluate the emergency, establish Incident Command and direct company operations for initial attack.
- B. Direct and assist the work of subordinates at the scene of a fire or other emergencies and at the station unless relieved by a superior officer.
- C. Assume the role of Incident Commander when necessary for efficient and safe emergency scene operations.
- D. As an Emergency Scene Incident Commander, implement and coordinate a formal incident management system emphasizing firefighter and civilian safety.

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- E. Inspect apparatus, equipment, grounds, and station to ensure proper order and condition. Prepare and maintain budget and procurement procedures according to Town policy regarding such items.
- F. Demonstrate the proper methods of performing the various techniques of modern firefighting.
- G. Prepare written or computerized records and reports of company responses to fires or other emergencies, personnel actions, and such other information as may be required.
- H. Maintain discipline and adherence to the rules and regulations of the standard operating guidelines of the Department.
- I. Conduct written performance evaluations on employees as necessary or assigned.

Operations Captain

- 1. Supervise the preventive maintenance and repair duties of the Fleet Maintenance Manager.
- 2. Make recommendations with supporting documentation regarding the need for specialized apparatus or equipment.
- 3. Conduct formal incident critiques after significant emergencies for the purposes of improving proficiency.
- 4. Assist with the development and maintenance of accurate target hazard pre-plans and map books.
- 5. Conduct written performance evaluations on employees as necessary or assigned.
- 6. Actively participate in the Fire Department First Responder Program.

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Personnel Captain

1. Assists in the development of minimum employee standards for all Fire Department personnel
2. Actively participate in the Fire Department First Responder Program.
3. Assist Division Chief of Training with planning, organizing, supervising and coordinating the Fire Department hiring program.
4. Assist Division Chief of Training with scheduling and conducting interviews, physical agility tests, and orientation for all Fire Department firefighter candidates.
5. Prepare and maintain current hard copy or computer files of all personnel records.
6. Determine the need for new personnel policies. Evaluate new hiring techniques, methods and procedures. Prepare and maintain budget and procurement procedures according to Town policy regarding personnel issues.
7. Coordinate community and department wide efforts to recruit, hire, reward and maintain a competent Paid-On-Call staff of firefighters.
8. Assist with assuring progress reports are completed with recruit firefighters during their probationary period to ensure that questions and problems can be addressed in a timely manner.

Training Captain

1. Assist in the development of minimum standards of training and technical competence for all Fire Department personnel.
2. Actively participate in the Fire Department First Responder Program.
3. Assist in the planning, organizing, delivery, supervision and coordination of the Fire Department training program.
4. Assist with scheduling and conducting training for all Fire Department personnel.

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5. Assist with monitoring computer files of all training records and working with the Division Chief of Training to ensure all members maintain current required certifications.
6. Determine the need for new training material, evaluate new techniques, methods and procedures. Prepare and maintain budget and procurement procedures according to Town policy regarding training items.
7. Assist with planning, organizing, and supervising the work of subordinate instructors.
8. Participate in local, regional, State and national conferences and seminars on fire prevention, suppression, rescue, emergency medical first responder and public fire and life safety training to maintain a continuing level of professional and technical competence.

EMS/Logistics Captain

1. Assist in the development of minimum standards of training and technical competence for all Department First Responders.
2. Actively participate in the Fire Department First Responder Program.
3. Assist in the planning, organizing, supervising and coordination of the Fire Department First Responder Program.
4. Review and perform quality assurance checks on all fire department first responder reports.
5. Supervises the first responder equipment supplies and ensures purchase of proper supplies for the program.
6. Supervises the scheduling of preventative maintenance, facilitating the transfer of apparatus to and from the maintenance facility.
7. Responsible for tracking maintenance and repair trends, and keeping administration apprised of the apparatus/ equipment issues.
8. Coordinates the repair and maintenance of firefighting equipment and assist in the research and procurement of fire equipment.

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9. Maintains the records management system documentation of all maintenance data entry of apparatus and equipment.

3.05.04 Ancillary Job Responsibilities:

- A. Assist in the development of standard operating guidelines governing both emergency and non-emergency operations of the Department.
- B. Assume and carry out staff responsibilities as assigned by the Chief of Department (including Training Division).
- C. Assist in the preparation of the fire department budget.
- D. Function as an Emergency Scene Incident Commander in the absence of a Chief Officer or when so directed to do so by the appropriate SOG/s or the Chief.
- E. As an Emergency Scene Incident Commander implement and coordinate a formal incident management system emphasizing firefighter and civilian safety.
- F. Perform fundamental firefighter or driver/operator duties when required.
- G. Operate in other Incident Management System functions as deemed necessary for incident scene management.

Operations Captain

1. During any absence of the Department Chief, Deputy Chief/Fire Marshal and Division Chief of Training shall assume responsibilities related to response/apparatus/facilities and equipment issues (shared responsibility- 2 Captains).
2. Assist in training of subordinates during company or Department drills, using lecture, practical performance, and demonstration methods.
3. Assist in the development of standard operating guidelines governing both the emergency and non-emergency operations of the department.

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Personnel Captain

1. During any absence of the Department Chief, Deputy Chief/Fire Marshal and Division Chief of Training shall assume responsibilities related to personnel issues.
2. Assist the Chief, Deputy Chief/Fire Marshal, Division Chief of Training or other Officers of the Department with coaching/counseling and disciplinary issues concerning Department personnel.

Training Captain

1. During any absence of the Department Chief, Deputy Chief/Fire Marshal and Division Chief of Training shall assume responsibilities related to training issues.

EMS/Logistics Captain

1. During the absence of the Department Chief, Deputy Chief/Fire Marshal, and Division Chief of Training shall assume the responsibilities related to first responder issues.
2. Assist the Chief, Deputy Chief/Fire Marshal, Division Chief of Training or other Officers of the Department with coaching/counseling and disciplinary issues concerning Department personnel.
3. Supervises the installation of equipment on fire apparatus...
4. Assists in developing specifications for new fire apparatus and equipment.
5. Performs related maintenance and repair work as required.
6. Routinely verify that all required apparatus checks and equipment maintenance are being performed consistent with department standards.
7. During any absence of the Department Chief, Deputy Chief/Fire Marshal and Division Chief of Training shall assume responsibilities related to apparatus/facilities and equipment issues.

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3.05.05 Qualifications:

Essential Knowledge, Skills and Abilities:

1. Ability to establish and maintain effective working relationships with other members of the Department, community officials, and the general public.
2. Extensive knowledge of the geography of the Town of Menasha, the location of streets, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment and hydrant or other water source locations.
3. Ability to evaluate fires, recognize danger, and take the necessary action for the protection of lives and property.
4. Thorough knowledge of the use of firefighting apparatus and tools and the ability to demonstrate their use to others.
5. Considerable knowledge of the principals and practices of fire prevention and suppression with the ability to apply them.
6. Ability to recognize signs and symptoms of unsafe building conditions under fire conditions and when interior operations should cease.
7. Extensive knowledge of, and skill in the use and operation of the various types of firefighting equipment and apparatus and an ability to demonstrate their use to others.
8. Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.
9. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.
10. Ability to communicate clearly on radio or mobile data communication devices.
11. Ability to maintain discipline among subordinates in the Department.
12. Ability to utilize computerized recordkeeping programs.
13. Thorough knowledge of the use of firefighting apparatus and tools and the ability to demonstrate their use to others.

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14. Considerable knowledge of the principals and practices of fire prevention and suppression with the ability to apply them.

Operations Captain

1. Ability to conduct training for Fire Department personnel.
2. Ability to recognize signs and symptoms of unsafe building conditions under fire conditions and when interior operations should cease.
3. Extensive knowledge of fireground strategic priorities and when it is appropriate to use either offensive or defensive modes of attack.
4. Ability to develop and coordinate continual work with useable target hazard pre-plans and map books.

Personnel Captain

1. Ability to conduct training for Fire Department personnel.
2. Ability to assist the Chief of Department in the development of minimum hiring standards and personnel policies for all Fire Department personnel.

Training Captain

1. Ability to conduct training for Fire Department personnel.
2. Thorough knowledge of fire prevention practices, emergency medical first responder, firefighting and rescue techniques and the scientific principles involved in fire suppression.
3. Considerable knowledge of explosives, hazardous properties and potentials of liquids and gases as well as the combustion qualities of materials used in the construction of commercial and residential buildings.
4. Considerable knowledge of teaching methods and training aids with the ability to supervise and conduct the training and instruction of Department personnel and others.

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5. Considerable knowledge of the principles of building construction.
6. Ability to plan, prepare and present instructional material, to simulate emergency conditions and maintain the interest of those being trained.
7. Ability to determine the need for new training material and evaluate new techniques, methods and procedures.
8. Ability to evaluate Department operations.
9. Thorough knowledge of fire prevention codes and ordinances, fire hazards, the methods and techniques of fire inspection and investigation.
10. Thorough knowledge of recognized State and National Standards (NFPA).

EMS/Logistics Captain

1. Secure and maintain first responder certification.
2. Establishes and maintains vendor relationships and serves as departmental liaison.
3. Performs inventory control of safety supplies, protective equipment and other similar supplies.
4. Works with assigned officers in coordinating ladder, pump, hose and face piece fit testing.
5. Develops maintenance schedules relating to the general repair of fire equipment.
6. Enters data pertaining to the testing of fire equipment and safety supplies into the computer system.
7. Work with assigned officer in coordination of the yearly testing of SCBAs.

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A. Minimum Training and Experience:

Such training as may have been gained through participation in fire prevention, suppression, rescue, Emergency Medical First Responder, public fire and life safety education and administrative courses, and a minimum of four years of verifiable fire service experience. Within 24 months attend an Educational Methodology class and complete class requirements. Within 24 months attend an Entry Level Fire Officer class and complete class requirements (Wisconsin Fire Service Officer I certification preferred).

Possession of a valid Wisconsin Motor Vehicle Operators License.

B. Special Requirements Before Eligible to Submit Application for the Captain's Position:

1. Possession of valid Wisconsin Fire Service or National Certification at the Fire Fighter II level (NFPA).
2. Town of Menasha Fire Department Driver/Operator qualified or certified.
3. Non-probationary employee meeting active status requirements as outlined in Department Standard Operating Guidelines.
4. A minimum of four (4) years of verifiable fire service experience.
5. Maintain active fire department status as outlined in Employee Requirement Section 1.09.
6. Firefighters hired after Jan. 1, 1997 must maintain valid CPR card.
7. Firefighters hired after Jan. 1, 2007 must maintain valid First Responder Certification and actively participate in the First Responder Program .

C. Annual Training Requirements:

60 hours of training annually (calendar year) including attending a minimum of 50% of the department training drills along with approved training outside of the regular department training program.

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D. Reassignments:

The Fire Chief retains the right to rotate Captains to the other Captain's Division. On a periodic basis Captains in the Personnel or Training Division could be reassigned a Captain's position in Emergency Operations. The previous Emergency Operations Captain(s) would then assume responsibilities in Personnel or Training.

E. Non-Discrimination:

All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.